



City of Gulfport, Mississippi
Job Description

Animal Control Officer (ACO1)

Department: 213 – Police

EEO Category: Protective Service Workers

Date Revised: 2.3.12

FLSA Status: Police

Date Approved: 2.3.2012

Position Overview

The Animal Control Officer answers complaints and the enforcement of Ordinances which regulate the keeping of small animals in the protection of life and property in apprehending, impounding and caring for stray animals. Work involves an element of danger and incumbent must be able to act without direct supervision and to exercise independent discretion in dealing with emergencies.

Essential Job Functions

Essential duties and functions, pursuant to the Americans with Disabilities Act, May include the following. Other related duties may be assigned.

- Patrols the entire area of the city in a radio-equipped vehicle to preserve the practice of humane care and handling of all animals.
- Answers complaints regarding animals; apprehends and impounds stray animals using tranquilizing gun or animal control pole.
- Picks up and disposes of dead or injured animals.
- Lodges animals in pound or in a licensed veterinary hospital when observation is indicated in animal-bite cases.
- Destroys dangerous animals in the field using firearms; preserves, packs and forwards brain of suspected rabid animals to regional laboratory for testing.
- Inspects vaccination certificates; and, investigates complaints concerning abusive treatment of animals and non-compliance with animal ordinances; informs the general public of city ordinances dealing with animals.

Knowledge, Skills and Abilities

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

- Considerable knowledge for the care and the handling of animals.
- Knowledge of Mississippi State Law on animal welfare; knowledge of the leash-law within the municipality, as well as the City's Ordinance

which regulate the keeping of small animals within the city limits.

- Ability to analyze situations quickly and objectively, to determine proper course of action to be taken with due regard to surrounding hazards and circumstances.
- Ability to follow oral and written instructions, to meet, talk and deal effectively with the public and to cope with situations firmly, courteously, tactfully and with respect for the rights of others.
- Skills to read body signs of animals and how to handle scared injured and aggressive animals.
- Ability to maintain harmonious and effective working relationships with other employees, supervisor and other departments.

Education and Experience

High school graduate or acceptable equivalent, with considerable experience in the control and care of animals, and on-the-job training as necessitated by work assignments. Other combinations of experience and education that meet the minimum requirements may be substituted.

Licenses or Certificates

Must possess a valid Mississippi Drivers License.

Physical Demands and Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 50+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are both indoors and outdoors.